

MEMORANDUM FOR: Chief of Administration, DD/P —
Director of Training —
Assistant Director for Communications
General Counsel
Assistant Director for Personnel ✓ 7

FROM : Office of the Comptroller

SUBJECT : Uniform Interpretation and Policy Relating
to Authorizing Travel and Per Diem Payments

REFERENCE : Memorandum from the Office of the Comptroller
to DD/P (Administration), Personnel Director,
Office of Communications and General Counsel,
dated 28 April 1953, subject, same as above.

1. A meeting was held on 25 May 1953 in Room 2035 K Building for the purpose of determining mutually agreeable proposals for uniform interpretations of Agency policies relating to authorizing travel and per diem payments. This meeting was requested by the Acting Chief, Finance Division, and was attended by representatives of the CAO-DD/P, Office of Communications, Office of General Counsel, Office of Training, and the Fiscal Division, Finance Division, and Technical Accounting Staff of the Office of the Comptroller.

2. The problem areas discussed and the decision reached on each issue are indicated below:

a. Problem

When it is determined that personnel originally assigned TDY Washington for training and processing enroute to an overseas post are to remain in Washington on a PCS departmental assignment, prompt and positive action should be taken to terminate per diem in accordance with responsibilities fixed by CIA regulation [REDACTED].

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Decision

It was concluded that each office which authorizes such per diem shall issue an intra-office notice and brief all officials designated to authorize travel to re-emphasize the need to control prompt stoppage of per diem when it is determined that the status of an employee is changed to PCS Washington. Since the Finance Division is required to depend wholly upon the travel authority in determining per diem entitlements, the offices and divisions authorizing travel must assume responsibility for revising travel orders as soon as determinations are made to change the assignment scheduled for any employee on per diem. Further, each

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officer approving claims for such TDY per diem shall establish means by which he may be currently aware of each claimant's duty status.

b. Problem:

A policy determination should be made as to whether per diem will be paid to new employees originally assigned to Headquarters for training enroute to an overseas post when the costs of transportation of such employees' dependents from place of residence to Headquarters (TDY point) is also authorized at Government expense.

Decision

Agency regulations should be written to provide for the entitlement of per diem to an employee while in training at Headquarters enroute to an overseas post even though the travel of dependents to Headquarters is specifically authorized in travel orders. However, existing Agency regulations should be expanded to establish certain basic criteria for the guidance of travel sponsors in determining whether employees' dependents should be authorized travel to Washington at Government expense. Due consideration should be given to the fact that when concurrent travel to an overseas post is not authorized, the dependents' return transportation to their home will not be at Government expense. Further consideration should be given to the fact that certain personnel may be required to attend training courses outside of the immediate area of Washington, D.C., to which dependents may be prohibited.

c. Problem

The policy with respect to payment of transportation costs of dependents to TDY points should be clarified where the dependents' presence is necessary for cover reasons.

Decision

It was agreed that this is an operational determination which must be made in advance by the office authorizing such travel of dependents, and it will be presumed that, in travel orders which state that the presence of dependents at TDY point is operationally necessary, a positive acceptable determination had been made. However, Agency regulations should contain certain basic criteria which will establish operational necessity for the travel of dependents to TDY points.

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d. Problem

A policy determination should be made respecting the payment of return transportation of civilian dependents to place of residence from TDY point (Washington, D. C.) when concurrent travel to overseas PCS station is not authorized.

Decision

In view of regulations covering civilian employees of other Government agencies on this subject, it was recommended that the payment of transportation of dependents to place of residence from TDY point (Washington, D.C.) be specifically prohibited in such circumstances. In order to avoid any misunderstanding and to advise travel sponsors of this prohibition, it was recommended that this policy be contained in Agency regulations.

e. Problem

The effect of leave and temporary duty assignments at different posts on the 180 day limitation on the payment of per diem as established in Agency regulation [REDACTED] should be clarified.

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Decision

It is proposed that CIA regulation [REDACTED] be rewritten to provide (1) that leave taken while on temporary duty assignment will not extend the 180 calendar days maximum authorized in the regulations and (2) that after each change of temporary duty extending more than 10 days, an employee shall revert to the maximum per diem authorized.

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f. Problem

Responsibility should be established for making a determination as to eligibility to receive reimbursement for home leave travel expenses of an individual returning from an overseas assignment under orders authorizing home leave and assignment PCS Headquarters.

Decision

Regulations should be amended to (1) specifically place the responsibility on the official designated to authorize travel for the determination that an individual is entitled to home leave travel, and (2) state as one of the conditions to the entitlement of home leave travel that there is reasonable expectation on the part of the Agency that the employee will return to an overseas assignment.

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Accordingly, an executed travel order authorizing home leave travel shall be accepted by the Finance Division as prima facie evidence that appropriate determinations have been made as to the employee's eligibility for home leave travel without specifically so stating on the travel order.

3. The Office of the Comptroller will initiate appropriate action to amend Agency regulations as required to cover the foregoing.

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TAS/WEB:gmk (5 June 1953)

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Acting Chief, Finance Division

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